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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 14 July 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #28

## 1. Personnel Inquiry

On 11 July [ ] Chief, IO/5, inquired as to the qualifications of [ ] for a proposed assignment as administrative support officer for a large IO/5 proprietary project. Chief, PPS understands that [ ] also is under consideration for a similar assignment in LAS/TR. The latter assignment is more in keeping with [ ] capabilities.

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## 2. EE/Germany Request for OTR Support

On 11 July [ ] EE/G called to confirm an earlier tentative field request for OTR support. It was agreed that a field case officer from [ ] (a staff employee) would report to OTR on or about 1 August 1960 to discuss all phases of overseas training and covert training for official liaison operations. The field case officer has reserved a week for these discussions. This requirement has been referred to and accepted by Chief, Operations School.

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## 3. Training Support to U. S. Armed Forces

OTR's draft Agency regulation on this subject was returned by the DD/P Training Officer with the suggestion that the revised CSI [ ] same subject, be incorporated into the OTR draft. With DTR's concurrence, and since there is no conflict in purpose or content, the two drafts have been forwarded to the OTR Registrar to be integrated and redrafted. Quick DD/P coordination of a combined draft is assured.

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4. [ ]

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As DTR may be aware, [ ] returned to Vermont on 13 July with [ ] concurrence. She is prepared to come back to Washington on short notice. [ ]

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her address as well as instructions for contacting other close relatives. [ ] latest prognosis for [ ] is what C/PPS would call guardedly favorable.

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5. Instructor Training

[ ] revised the Instructional Techniques Course outline for language instructors and discussed the outline briefly with [ ] before it was presented to [ ] for his reaction. Messrs. [ ] jointly reviewed the outline and mutually agreed on the course content for the next ITC presentation for language instructors which is to be given 26-28 July 1960. [ ] completed the new training schedule and on 14 July conferred with Mr. [ ] of LAS and [ ] of A&E Staff in preparation for the next LAS/ITC.

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[ ] studied material on the use of interpreters in training situations. After conferring with Messrs. [ ] talked with [ ] of FDD relative to his experiences in serving as an interpreter for training purposes. [ ] suggested topic for coverage in a paper on training through interpreters. Similar interviews are being arranged.

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[ ] and [ ], JOT, scanned the latter's research material for possible use in future ITC's for language instructors. M [ ] another allied assignment.

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[ ] prepared for [ ] a written report of his activities in OTR during June 1960.

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6. Personnel

[ ] and [ ] are taking annual active duty training for reserve officers.

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[ ] has finished training in the DD/S Writing Workshop.

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The JOT, [ ], will complete tomorrow his interim assignment with the Plans and Policy Staff.

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